
Interagency Contracts Coordinating Team (ICCT)

Meeting Minutes

September 14, 2004

Attending: Laura Nelson (OFM), Susan Johnsen (OFM), Sue Bush (DSHS), Christopher Carlile (OFM), Malynda Eastman (DSHS), Tom Goldsby (L&I), Anne Holm (SAO), Debbie Kettelhut (DVA), Jim Matthews (DOH), Liz Mettler (CTED), and Megan McKay (OFM)

Laura Nelson opened the meeting with introductions, since there were a few new people in attendance. Christopher Carlile of OFM has filled an opening left by Carolyn Stevens.

Risk-Based Audit Report

Discussion/Feedback about the auditing process this year:

Laura opened discussion on the risk-based audit. She shared a handout that covered the subject and some of the audit highlights.

There was some discussion about moving the audit from spring to fall. It was also mentioned that there is some interest in performing the audit in a different manner than in the past and that there have been many improvements on the audit process through the years.

Discussion/Feedback for Next Year's Audit:

Sue Bush started the discussion letting the group know that she didn't receive some of the information about changes to the process – information that would have saved her and others quite a bit of time if they had received it.

Others suggested the agencies be given more lead-time, which would be helpful in the preparation of the audit. There was also some concern about how recommendations were compiled (some recommendations listed separately could have been consolidated into one recommendation). Some group members felt there might have been miscommunication and perhaps sending the recommendations to the agency to "check" and make sure the auditors understood the situation before including them in the audit report would be helpful.

Liz Mettler and others stated that the recommendations should be accompanied by the specific contract information and cited from the guide. Some of the questions in the pre-audit questionnaires seemed to be repetitive.

Concern was also expressed for the small sample sizes at some agencies (only one contract for personal service and one contract for client service were reviewed). It was stated that the auditors didn't pull other contracts in order to get a feel for how the agency actually does business and the recommendation was based on just one contract.

Laura asked the group for suggested changes to next year's audit:

- ✓ Auditors have about "10" important items that they will check for.
- ✓ Auditors audit by topic, not by agency.
- ✓ Alternating between client service and personal service each year.

Miscellaneous Items

Laura mentioned an advanced contracting class, which will be an agenda item for next month's meeting. She will send the draft agenda to this group for review.

Laura asked the group for ideas and suggestions on agenda items for coming meetings. They came up with the following:

- ✓ Performance-based contracting
- ✓ Ethics in contracting
- ✓ Competitive contracting (GA speaker)
- ✓ Risk assessment training

Jim asked when GA was going to do their full day procurement overview training again. There is still a big demand for this type of training.

NEXT MEETING

The next meeting is scheduled for October 12, 2004, from 1:30 p.m. to 3:30 p.m. at the OFM IBM Building.

Next Meeting Agenda

- Advanced Contract Training Class
- Procurement Overview Training – creative ways to offer this again?

If you have other suggestions for agenda items, please contact Laura Nelson.